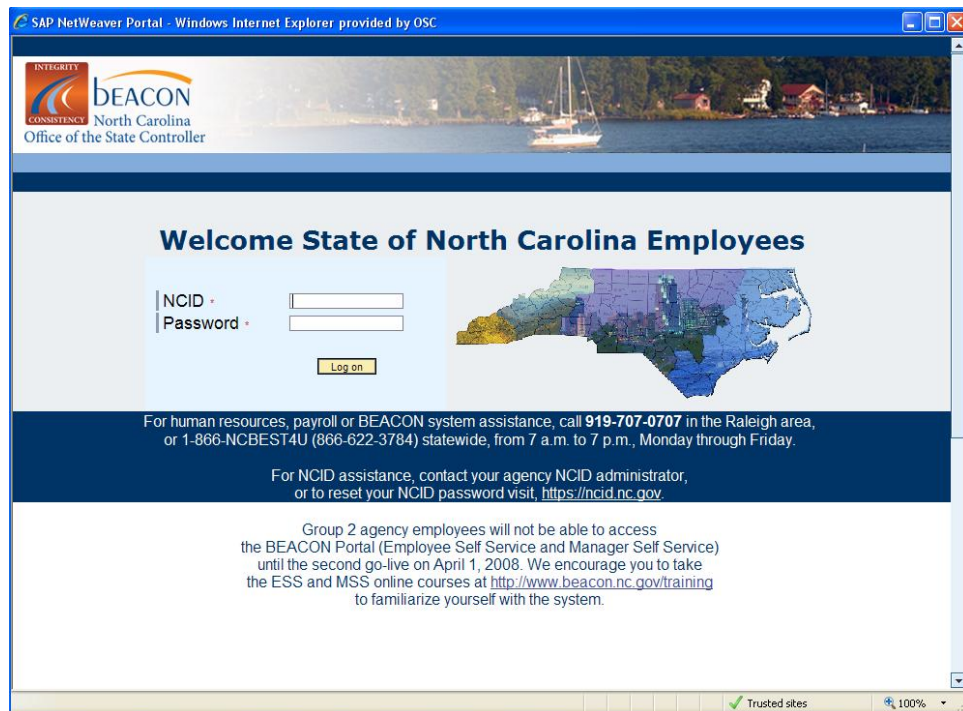
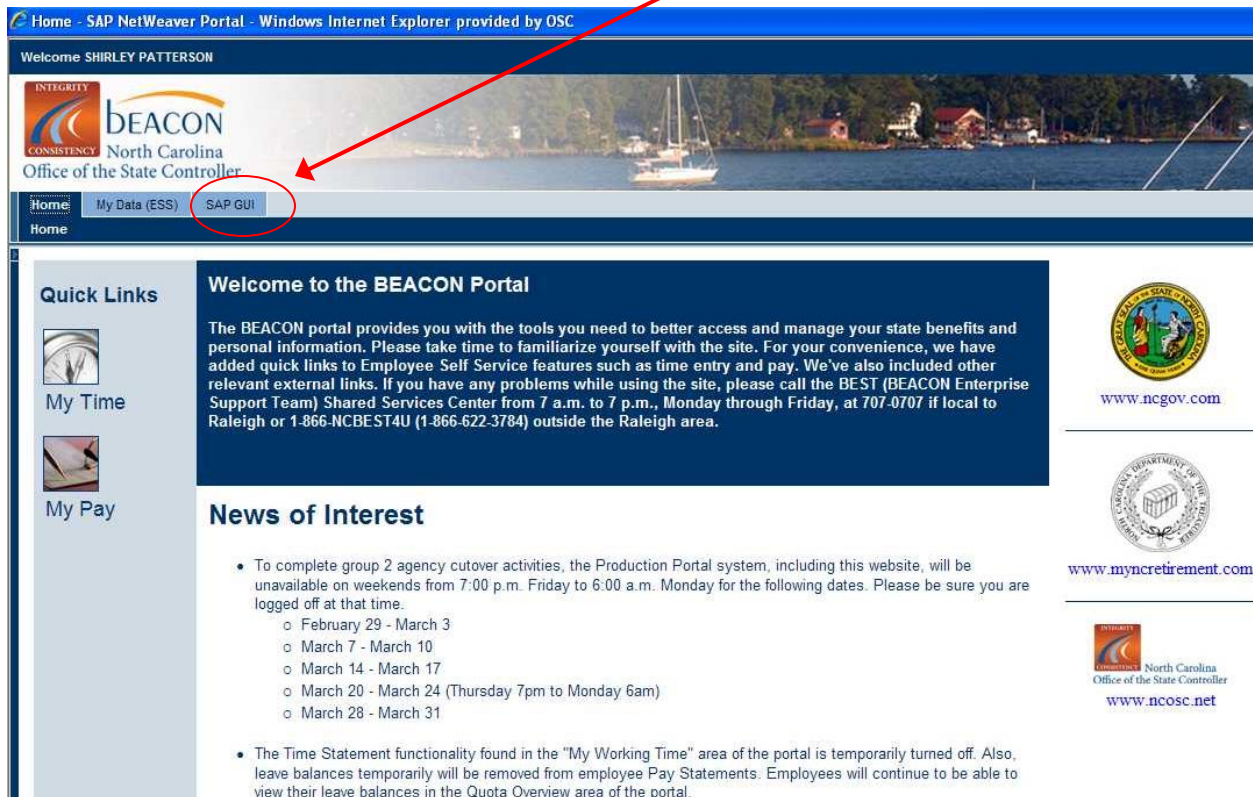


How to Access the Practice Sandbox

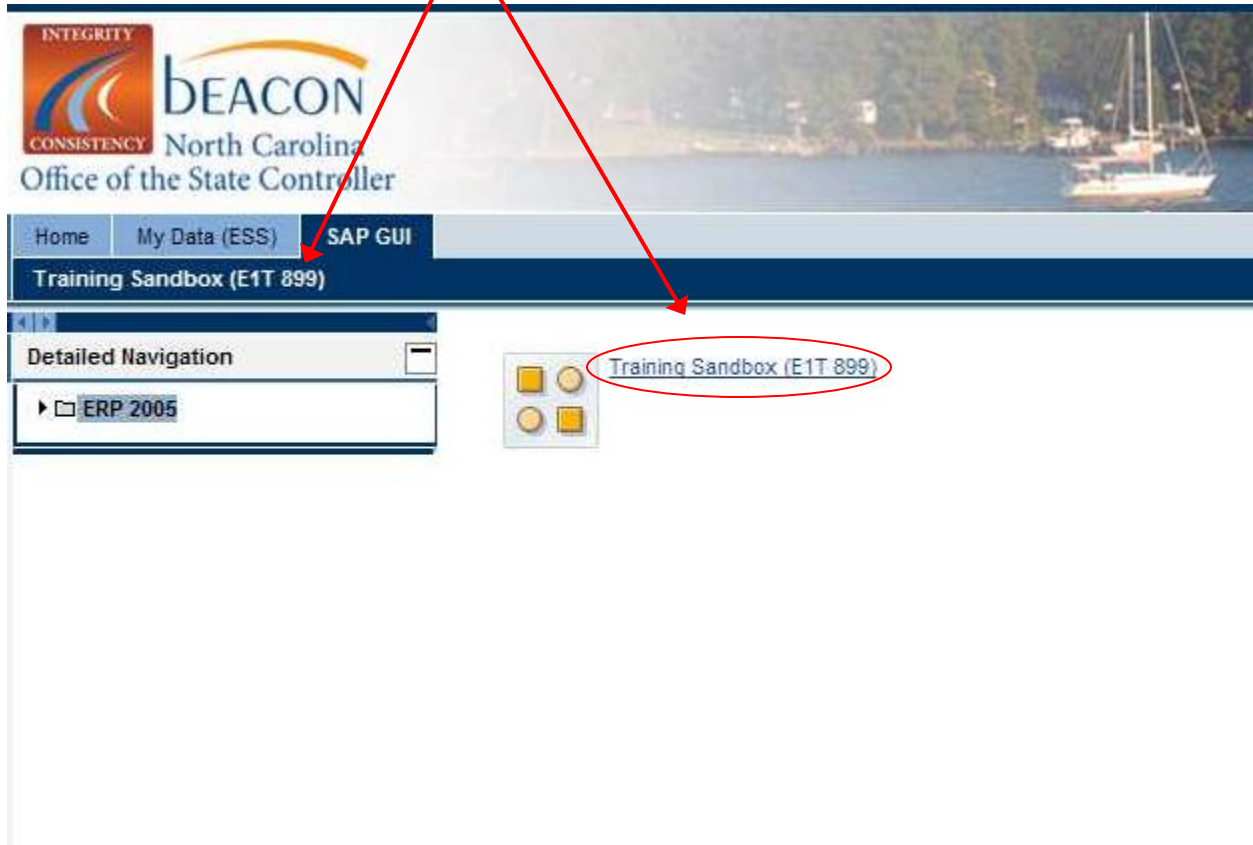
1. Log into the portal <https://mybeacon.nc.gov>. Can't log in? Go to Step 5.



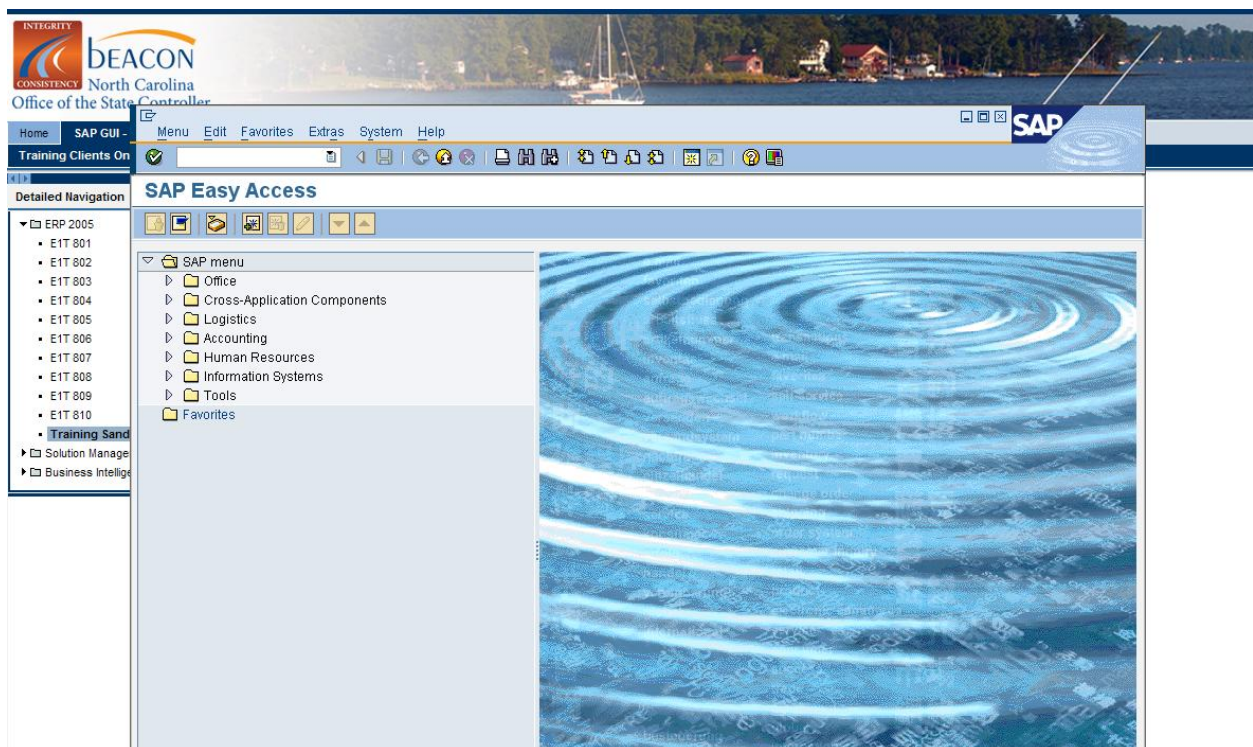
2. Click on the "SAP GUI" tab.



3. Click on “Training Sandbox (EIT 899)”. Your client list may be slightly different.



4. SAP will launch in a separate window – you may see a different logo than the ripple pool – that’s OK



5. Problems logging in? Need to reset your password or receive a reminder of your NCID username? Click the appropriate links at this web site:

https://ncid.nc.gov/login/login.html?MSG=CREDS_CLEARED



Login

The login form is enclosed in a light blue rounded rectangle. At the top, a red arrow points to the instruction: "Please enter your Login User ID and Password. If you are a new user to the State of North Carolina, please select [First Time NCID User](#)." Below this, there are two input fields. The first is labeled "User ID:" and has a red oval around it with the link "[Forgot your User ID?](#)" below it. The second is labeled "Password:" and has a red oval around it with the link "[Forgot Your Password?](#)" below it. At the bottom of the form are three green buttons labeled "login", "clear", and "help".

If you are still having problems with your NCID, contact your agency's IT Helpdesk.